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Form 258.

ISSUE OF FEBRUARY, 1914.
(Destroy previous editions.)

United States Department of Agriculture

FOREST SERVICE.

LIST OF STANDARD FORMS TO BE OBTAINED UPON REQUISITION ON THE SUPPLY DEPOT, OGDEN, UTAH.

In the preparation of requisitions, specify both the form number and name, so that in event of typographical error in one designation it may be corrected in the other.

Forms listed in heavy faced type are for use only by District headquarters, Laboratories, or for special purposes and are not for general use on Forests. The special purpose forms will be issued to Supervisors only when specifically authorized.

The unit of issue is given for each form to indicate whether the forms are loose or padded. Where the unit is one (1), it indicates that the forms are loose and consequently any number may be requisitioned. Where the unit is given as pads of 50, etc., multiples of that amount should be requisitioned.

For the purpose of keeping a record of the cost of forms issued, the forms are divided into six classes and their price is averaged as follows:

Class 1—Double letter size.....	\$ 6.00 per M.
Class 2—Single letter size.....	2.25 per M.
Class 3—One-half letter size.....	1.00 per M.
Class 4—Card forms	3.25 per M.
Class 5—Book forms10 each
Class 6—Cloth posters	12.50 per M.

MISCELLANEOUS.

Forms, pamphlets, binders, etc., not numbered or lettered.

Name	Class or Price	Unit of Issue
Oaths of Office (with Personal Statement Sheets).....	2	1
Resignation Blanks	2	1
Suggestions for the Collection of Range Plant Specimens.....	5	1
Leave Regulations	5	1
Forest Service Stadia Patterns (Feet and Tenths).....	1	1
Forest Service Stadia Patterns (Chains and Links).....	1	1
Protractors, Fire Lookout, 8" transparent paper.....	3	1
large transparent paper.....	1	1
large, heavy paper.....	1	1
Cards of Thanks to Grazers.....	4	1
Metal Township Plats for Cruising.....	\$0.045	1
National Forest Manuals:		
Grazing	5	1
Special Uses	5	1
Water Power	5	1
Plans Etc.....	5	1
Trespass	5	1
Timber Sales	5	1
Claims, Etc.	5	1
Administrative	5	1
Forest Products	5	1
Law	5	1
Accounting	5	1

NOTE: Amendments to the above manuals will be distributed without requisition, when issued.

Name	Class or Price	Unit of Issue
Use Book, 1913, for public distribution.....	5	1
Instructions for making Forest Surveys and Maps.....	5	1
Instructions for Building and Maintenance of Telephone Lines.....	5	1
Abstract of Expenditures (Temporary Special Disbursing Agent).....	1	1
Account Current (Temporary Special Disbursing Agent).....	1	1
Binders, Wings, for Forms 123 and 124.....	\$0.20	Set
Binders for Land Office Plats, 18"x21".....	.50	Set
for Forest Atlas Folios, 21"x18".....	.50	Set
19½"x22".....	.90	Set
for Form 323, 14½"x17½".....	.77	Set
Mining Transit Notebooks.....	.45	1
Memorandum of Traveling Expenses.....	5	1
Boundary Notices, metal.....	\$0.025	1
DA Appointment Letters, Carbons.....	2	1
Per Diem Allowance Letters, with Carbons.....	2	1
Per Diem Expense Letters, with Carbons.....	2	1

ALPHABETICALLY DESIGNED FORMS.

Letter	Class or Price	Unit of Issue
B-F Authority and voucher for advertisement.....	1	1
C Voucher for Passenger Transportation.....	2	pads of 50
C-C-2 Application for Leave (Annual).....	3	1
C-C-3 Application for Leave (Sick).....	3	1
C-C-4 Application for Leave (Hour).....	3	1
C-C-5-6 Record of Absence (Card).....	4	1
E Voucher for Transportation of Freight.....	1	1
E-1 Day Telegram.....	5	book of 10
E-2 Day Telegram.....	3	pads of 50
E-3 Night Telegram.....	3	pads of 50
L-M-O Bills of lading.....	1	pads of 25
R Informal Bid for Supplies.....	1	pads of 50

NUMBERED FORMS.

Number	Class or Price	Unit of Issue
2 Party Pay Roll.....	1	pads of 50
3 Voucher for Personal Services.....	2	pads of 50
4 Reimbursement Voucher.....	1	1
4-A Hotel and Miscellaneous Sub-voucher.....	5	book of 25
4-C Continuation Sheet of Form 4.....	2	pads of 50
5-A Public Voucher for Purchases and Services.....	1	1
9 Request for Publications.....	2	1
10-A Request for Farmers' Bulletins.....	3	pads of 50
11 Liability Register.....	1	1
14 Allotment Ledger.....	1	1
15 Disbursement Ledger.....	1	1
17 Treasury Settlement Sheet.....	1	1
17-A Treasury Settlement Card.....	4	1
17-B Bill of Lading Record Card (For use in District 4 only).....	4	1
18 Cash Book Sheet.....	1	1
19 Summary and Suballotment Card.....	4	1
19-A Forest Allotment Card.....	4	1
20 Individual Salary Card.....	4	1
21 Project or Authorization Card.....	4	1
21-A Detail Card.....	4	1
21-DFA Allotment Card.....	4	1
22 Quarters Card.....	4	1

Number		Class or Price	Unit of Issue
22-B	Lease Record Card	4	1
22-C	Transportation Record Card	4	1
23	Personal Index Card	4	1
24	Distribution of Expenditures by Classes.....	4	1
24-B	Distribution of Expenditures by Funds and Classes.....	4	1
25	Abstract of Receipts	1	1
26	Forest Officers' Monthly Service Report.....	1	1
28	Summary Record of Receipts and Refunds.....	4	1
29	List of Outstanding Checks	1	1
30	Daily Proof of Entries	4	1
31	Request for Status of Lands (lettered for each District).....	2	pads of 50
33	Mileage Record Slips	3	1
33-A	Directions Reporting Mileage and Script.....	2	1
34	Distribution of Salaries by Projects.....	1	1
40	Notification that Communication has been referred outside of the Forest Service, Postal.....	4	1
41	Notification that Communication has been referred to pro- per Headquarters within the Forest Service.....	4	1
43-A	Statement of Expenditures of Forests.....	1	1
43-B	Statement of Expenditures of Forests.....	1	1
45-A	Summary of Expenditures, Forest Service.....	1	1
45-B	Summary of Expenditures, Forest Service.....	1	1
45-C	Summary of Expenditures, Forest Service.....	1	1
47-A to E	Statement of Expenditures.....	1	1
55	Combined Accounts, Adding Machine Slips, Forests by Dis- tricts	3	1
56	Preliminary Acknowledgment of Receipt of Correspondence, Postal	4	1
58	Application for Preliminary Water Power Permit.....	2	1
58-A	Certification of Receipt of Preliminary Application.....	2	1
59	Preliminary Water Power Permit.....	1	1
60	Application for Final Water Power Permit.....	1	1
61	Power Stipulation	1	1
61-B	Acknowledgment	2	pads of 50
62	Water Power Permit	1	1
63	Transmission Line Permit.....	1	1
64	Water Power—Statement of Accounts.....	2	1
65	Annual Report of Gauge Heights.....	1	1
66	Annual Report of Daily Gauge Heights and Discharges.....	1	1
67	Annual Report of Station Equipment and Output	1	1
68	Transmission Line Stipulation	2	pads of 25
69	Stipulation Telephone, Telegraph and Power Lines.....	2	pads of 25
80	Railroad Stipulation	1	1
81	Stipulation, Irrigation, Municipal and Mining.....	1	1
85	Field Notes of Homestead Entry	1	1
85-A	Homestead Entry Survey Plat, Writing Paper.....	1	1
85-A	Homestead Entry Survey Plat, Drawing Paper.....	1	1
85-B	Tabulation of Results of Homestead Survey.....	1	1
95-B	Heading Sheets for Transmission of Field Program Material.....	2	pads of 50
96-B	Head Sheets for Transmission of Program Service Notes....	2	pads of 50
101	Request for Report on Mining Claim.....	2	pads of 50
102	Request for Report on Agricultural Claims.....	2	pads of 50
107	Power Possibilities of Tract (to accompany Forms 110).....	2	pads of 50
110	Report on Forest Homestead Application.....	2	pads of 50
114	Enumeration Sheet, Permanent Sample Plot.....	2	pads of 50
117	Boundary Notice, English, Cloth.....	6	1
118	National Forest Boundary Notice, English, Cloth.....	6	1
119	Section Plat for Geologist's Use.....	5	1

Number		Class or Price	Unit of Issue
122	Comparative Scale Book	5	1
123	Township Plat, 2" to Mile.....	1	1
124	Record of Agricultural Settlement.....	1	1
125	National Forest Mile Poster, Cloth.....	6	1
126	Equivalent of Degrees in Percentage of a Horizontal Line (Card to be inserted in Compass Case).....	4	1
129	Report of Address, Card	4	1
130	Herbarium Specimen Label.....	3	pads of 50
131	Seed Sowing and Germination	4	1
132	Nursery Stock on Hand.....	2	pads of 50
133	Plantation or Seeding Trees.....	4	1
134	Report on Plantation or Seeding Areas.....	2	pads of 50
135	Progress Report on Plantation or Seeding Areas.....	2	pads of 50
142	Camp Notice, English, Cloth	6	1
145	Seed Record Card	4	1
150	Nursery Stock Distributed	2	pads of 50
152	Notice to Stockmen	2	pads of 50
153	Notice to Stockmen, Postal	4	1
154	Abstract of Expenditures	1	1
159	Monthly Statement of Disbursements and Liabilities	1	1
161	Requisition for Stenographic Work	3	pads of 50
162	Forest Limit Notice, Grazing, Spanish, Cloth.....	6	1
163	Fire Warning, Italian, Cloth	6	1
172	Library Index Card	4	1
175	Report on Mill Site Claim.....	1	1
183	Periodical Receipt Card	4	1
184	Grazing Notice, French, Cloth.....	6	1
185	Library Charge Card	4	1
186	Fire Warning, French, Cloth	6	1
200	Notice to Publisher of Timber Sales	2	1
200-A	Notice to Publisher of Timber Sales	2	1
200-B	Notice to Publisher of Timber Sales	2	1
200-C	Notice to Publisher of Timber Sales	2	1
200-D	Notice to Publisher of Timber Sales	2	1
202	Application for Timber Sale (5 sheets).....	2	pads of 50
202-A	Unadvertised Timber Sale	2	pads of 50
202-B	Timber Sales to Farmers and Settlers.....	2	pads of 50
203	Turpentine Agreement	3	pads of 25
207	Notice of Area Closed Against Grazing and Fire Warning, Cloth	6	1
212	Fire Warning, Spanish, Cloth.....	6	1
216	Report on Condition of Private Forest Land.....	2	pads of 50
217	Sale of Condemned Property outside of District of Colum- bia	2	pads of 50
219	Notice in Reference to Grazing Privilege, Postal	4	1
220	Map Sheet, Tracing Linen.....	2	1
221	Certificate of Telephone Service.....	5	book of 25
222	Notice of Range Boundary, Cloth.....	6	1
223	Scale Book, Large (100 pages).....	5	1
226	Identification Card	4	1
231	Scale Book, Small (10 pages).....	5	1
232	Lease of Quarters	1	1
240	Township Plat 2" to Mile.....	3	1
243	Property Notice, Spanish, Cloth.....	6	1
244	Property Notice,, English, Metal.....	\$0.015	1
245	Fire Warning, Spanish, Cloth.....	6	1
246	Forest Boundary Notice, Spanish, Cloth.....	6	1
248	Record of Cut-over Area, Card.....	4	1

Number		Class	Unit of or Price Issue
251	Report of Grazing Capacity of Private Lands.....	2 pads of 50	
253	Application to List Land Under Act of June 11, 1906.....	1	1
255	Poster for Ancient Ruins, Cloth.....	6	1
258	List of Standard Forms.....	5	1
259	Sale of Condemned Property, Placard.....	2	1
260	Index Receipt Card	4	1
261	List of Standard Articles of Equipment and Supplies.....	5	1
262	List of Expendable Articles	1	1
265	Newspaper Clipping Slips.....	3 pads of 50	
266	File Card, Travel on Mileage Book	4	1
267	National Monument Boundary, English, Cloth.....	6	1
	Cloth.....	6	1
270	Forest Boundary Poster with Diagram of Location, English.....	6	1
271	Report on Proposed Administrative Site.....	1	1
272	Temporary Appointment File Card	4	1
273	Requisition for Graphic Work	3 pads of 50	
275	National Game Preserve, English, Cloth.....	6	1
279-B	Financial Statement of Fiscal Agent	2 pads of 50	
289	Field Notebook.....	5	1
293	Center of Stock Driveway, English, Metal.....	\$0.015	1
295	District Forester's Acknowledgment of Forest Officers' Report, Postal	4	1
298	Application for Grazing Permit (5 years).....	2 pads of 50	
301	Status Data for Forest Atlas.....	2 pads of 50	
303	Acknowledgment of Graing Application, Postal.....	4	1
310	Boundary of Stock Driveway, English, Metal.....	\$0.015ea.	1
311	Sheep Driveway, Poster, French, Cloth.....	6	1
315	Township Plat showing system of notching corners (for use in Rangers' Notebook).....	3	1
319	Memorandum of Corporate Officers Authority.....	2 pads of 50	
320	Report on Timber and Stone Claim.....	1	1
321-A	Reconnaissance Forty Estimate Sheet	3 pads of 50	
322	Reconnaissance Section Plat	1	1
323	Reconnaissance Township Plat	1	1
326	Report of Promise to District Forester, Card	4	1
327	Memorandum of Promise, Companion to Form 326	3	1
328	Request for Report, Card.....	4	1
329	Memorandum of Report, Companion to Form 328.....	3	1
330	Property Return.....	2 pads of 50	
331	Property Record, Card.....	4	1
333	Valuation Survey Book.....	5	1
334	Tree Measurements Book.....	5	1
335	Township Plat, 2" to the Mile, Tracing Linen.....	1	1
336	Bills of Material and Standard Plans Book.....	5	1
340	Special Use and Pasture Calendar Card.....	4	1
341	Shipping Tag, Linen (For Freight or Express).....	3	1
343	Report on Predatory Animals Killed.....	2 pads of 50	
345	Record of Lists.....	1	1
350	Apportionment of Permanent Improvements.....	4	1
351	Cost of Tree Production.....	4	1
357	Monthly Labor Report.....	2 pads of 50	
361	Rangers' Station Card.....	4	1
368	Merchandise Mailing Frank.....	3 pds of 100	
369	Printed Matter Mailing Frank.....	3 pds of 100	
377	Bond (2 sheets).....	2 pads of 50	
393	Timber Sale Boundary Notice, Cloth.....	6	1
394	Administrative Site Notice, Metal.....	\$0.025	1
399	Report to Supervisor on Condition of Special Use Permit..	2 pads of 50	

Number		Class or Price	Unit of Issue
403	Use of Private Lands, Grazing, Card.....	4	1
404	Authorization Record, Grazing, Card.....	4	1
406	Binder, 8½"x10¾".....	5	1
407	Binder, 7"x10", Pamphlet.....	5	1
408	Binder, Periodical, 11"x15".....	5	1
409	Boundary Notice, Spanish, Cloth.....	6	1
411	Report of Description of Horses, Mules and Burros.....	2	1
414	Request and Receipt for Clothing, Temporary Laborers.....	5	book of 25
416	Instructions and Report of Phenological Observations.....	2	1
425	Personnel Index Card, Miscellaneous.....	4	1
426	Registered Mail Frank.....	3	pads of 50
427	Mailing Tag, Franked, Linen.....	3	1
430	Herbarium Specimen Mounting Sheet.....	1	1
444	Notice of Reward, Forest Fires, Cloth.....	6	1
445	Fire Placard, Address of nearest Forest Officer.....	2	1
446	Supervisors' Annual Statistical Report.....	1	1
446-A	Circular to be used in Preparing Report 446.....	5	1
447	Forest Sanitation Sign, Metal.....	\$0.03	1
448	Do not Deface Monuments, Metal.....	\$0.015	1
485	Forest Experiment Card.....	4	1
486	Soil Sampling Sheet.....	3	1
488	Silvical Map Sheet.....	2	pads of 50
489	Seed Testing Record Card.....	4	1
493	Timber Reconnaissance Map Book.....	5	1
494	Timber Reconnaissance Tally Sheet.....	5	1
526	Receipt for Cash Payment D. F. A.....	3	pads of 50
526-A	Receipt for Cash Payment T. S. D. A.....	3	pads of 50
535	Authorization, District Forest to Supervisor, with carbons.....	2	1
538	Authorization, Members Traveling From District Headquarters, with carbons.....	2	1
539	Authorization, Allotment Miscellaneous Expenses.....	2	1
543	Daily Disbursing Balance Sheet.....	3	pads of 50
544	Hourly Computation Table.....	1	1
544-A	Salary Distribution Table.....	1	1
560	Request to Forward Mail, Postal.....	4	1
578-A	Forest Description.....	2	pads of 50
578-B	Timber Estimate Sheet.....	2	pads of 50
615	Timber Sale Record Card, White, Blue, Salmon, Yellow.....	4	1
616	Timber Sale Summary Card.....	4	1
618	Record of Trespass.....	4	1
619	Special Use Record Card.....	4	1
621	Grazing Permit Record Card.....	4	1
622	Limitation of Annual Cut of Timber.....	4	1
623	Minimum Price Record Card.....	4	1
642	Official Postal Card.....	4	1
651	Scale Book (for use in District 6 only).....	5	1
652	Instructions for Cutting Timber, Spanish.....	2	1
654	Outline Sheet for Placer or Lode Claim Report.....	2	1
655	Outline Sheet for Homestead Claim Report.....	2	1
656	Grazing Permit.....	2	pads of 50
658	Rangers' Quarterly Grazing Report (Outline).....	2	1
659	Memorandum for Accounts.....	2	pads of 50
661	Auditing Sheet.....	2	pads of 50
668	Requisition for Supplies.....	2	pads of 50
675	Change of Address, Postal.....	4	1
691	Notice of Reference of Communication, Postal.....	4	1
704	Application for Examination of Forest Land.....	2	1
728	Application for Assistance in Forest Planting.....	2	1

Number		Class	Unit of or Price Issue
763	Waiver of Grazing Privilege	2	pads of 50
764	Grazing Reconnaissance Field Sheet	3	pads of 50
764-A	Grazing Reconnaissance Field Sheet	3	pads of 50
765	Grazing Reconnaissance Section Plat	1	1
766	Warning of Poisonous Plants to Stock Grazers, Placard.....	2	1
767	Herbarium Record Slip, Grazing	3	pads of 50
767-S	Herbarium Record	3	pads of 50
768	Rate Schedules, Grazing	2	1
770	Record of Injury by Grazing	2	1
771	Supervisors' Annual Working Report (Outline).....	2	1
771-A	Supervisors' Annual Working Report (Outline).....	2	1
772	Stock Driveway Boundary, Spanish, Metal.....	\$0.015	1
773	Center of Stock Driveway, Spanish, Metal.....	\$0.015	1
820	Report of Timber Cut	2	pads of 50
820-A	Report of Timber Cut (12 species).....	1	pads of 50
832	Special Use Permit	2	pads of 50
856	Report on Trespass (Outline).....	2	1
858	Property Lost or Damaged	2	pads of 50
859	Correction on Amount of Grazing Application, Postal	4	1
861	Letter of Transmittal, lettered for each district.....	3	pads of 50
861-G	Letter of Transmittal, Grazing, lettered for each District....	3	pads of 50
861-L	Notice to Special Use Permittee and Letter of Transmittal	3	pads of 50
873	Temporary Free Use Poster, Cloth.....	6	1
874	Rangers' Notebook, Instruction Sheet	3	1
874-C	Rangers' Notebook, Cover, Leather.....	5	1
874-1	Rangers' Notebook, Frank	3	1
874-2	Rangers' Notebook, Two-Day Diary Sheet.....	3	1
874-4	Rangers' Notebook, Information Needed to Report on Special Use Permit	3	1
874-5	Rangers' Notebook, Instruction to Scalers.....	3	1
874-6	Rangers' Notebook, Report on Fires.....	3	1
874-7	Rangers' Notebook, Calendar	4	1
874-8	Rangers' Notebook, Free Use Permit.....	3	1
874-10	Rangers' Notebook, Claims and Privileges, East Half Township	3	1
874-11	Rangers' Notebook, Claims and Privileges, West Half Township	3	1
874-12	Rangers' Notebook, Record of Grazing Permit.....	3	1
874-13	Rangers' Notebook, Memorandum Sheet.....	3	1
874-15	Rangers' Notebook, Time Report	3	1
874-16	Rangers' Notebook, Transfer of Property.....	3	1
874-17	Rangers' Notebook, Crossing Permit	3	1
874-18	Rangers' Notebook, Sheep Crossing Forest.....	3	1
874-20	Rangers' Notebook, Report on Trespass, outline.....	3	1
874-21	Rangers' Notebook, Daily Labor Report.....	3	1
874-22	Rangers' Notebook, Log Rule Decimal C.....	3	1
874-23	Rangers' Notebook, Log Rule Decimal C.....	3	1
874-24	Rangers' Notebook, Log Rule Decimal C.....	3	1
875	Time Book for Fire Fighters	5	1
878	Map Sheet, Paper	2	pads of 50
879	Application for Grazing Permit.....	2	pads of 50
891	Planting Record Card	4	1
900	Report of Travel	2	pads of 50
925	Application for Permit on Account of Private Lands.....	2	pads of 50
926	Annual Fire Report	2	1
935	Certificate of Publication of Timber Sale Notice.....	4	1
937	Agricultural Claim File Card.....	4	1
938	Mining Claim File Card.....	4	1

Number		Class	Unit of
		or Price	Issue
939	Property Transfer	2 pads of	50
939-C	Memorandum Invoice of Purchases.....	2 pads of	50
940	Timber Settlement File Card.....	4	1
941	Bid for Advertised Timber	2 pads of	50
942-S	Purchase Order	2 pads of	50
949	Monthly Report of Timber Cut and Sold.....	2 pads of	50
961	Affidavit of Publications and Advertising Rates.....	2 pads of	50
964	Report on Special Use Permit.....	1	1
971	Township Plat and Data Slip.....	3 pads of	50
972	Township Plat, 2" to Mile.....	1	1
973	Township Plat, $\frac{1}{2}$ " to Mile.....	3 pads of	50
974	Township Plat, 1" to Mile.....	3 pads of	50
975	Sale of Timber, Placard.....	2	1
976	Herder's Identification Card.....	4	1
977	Report on Seed Crop of Forest Trees.....	2 pads of	50
979	Forest Atlas Conventional Township Sketching Plat.....	1	1
980	Request to Place Names on Mailing List.....	4	1
985	Boundary of Area Closed Against Sheep Grazing, English Metal	\$0.015	1
986	Fire Warning, English, Cloth.....	6	1
986	Fire Warning, English, Metal.....	\$0.015 ea	1
988	Requisition for Photographic Work or Supplies	3 pads of	50
990	Requisition for Computing Work	3 pads of	50
999	Record of Status of Lands in National Forests.....	1	1